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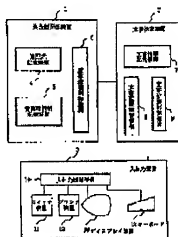
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## (54) ELECTRONIC FILING SYSTEM

## (57)Abstract:

PURPOSE: To realize speedy retrieval and to efficiently operate a system by classifying the document of image data stored in the recording medium of a storage device into a preservation document and an abolition document with a previously set reference and eliminating or transferring image data of the recording medium.

CONSTITUTION: A document keeping condition becoming the classification of the document is classified into three kinds of a retrieval frequency P1, a keeping period t1 and abolishment/keeping prior to an operation. In the setting of retrieval frequency, the retrieval frequency P1 of the document is set in accordance with the number of times which is retrieved by an operation input. A set point is selected from four kinds in which retrieval frequency is 50%, 25%, 10% and 1% of a maximum time. The setting of the document abolition/preservation condition is selected from two kinds of abolition and permanent preservation as against the document whose retrieval frequency is less than the set point and which exceeds the keeping period. At the time of abolition setting, the document is physically eliminated. When the keeping condition of the document terminates, the registration/retrieval work of the document is started.



## LEGAL STATUS

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